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PUBLIC SCHOOL TRANSPORTATION
IN YELLOWSTONE COUNTY, 1952-53

by

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B. A. Intermountain Union College, 1938

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requirements for the degree of
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1954

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CHAPTER I

THE PROBLEM

Since the early twenties, Yellowstone County has had phenomenal growth in school consolidation and school curriculum revisions necessitating an adjustment of district school bus transportation systems. A study during the school year of 1952-1953 was made to discover errors and inefficiencies that may have existed which would help in forming new policies and recommendations.

Setting of the problem. Yellowstone County, covering an area of 2,635 square miles, lies in the south central part of Montana extending in both directions from the Yellowstone River, which flows northeasterly. A portion of the county is in the valley, where irrigation is used in agriculture, and another portion is in the dryland area where wheat and cattle are raised.

Three railroads converge at Billings, the county seat, with a population of 48,300. The Northern Pacific Railroad runs East and West in passing through; the Burlington Railroad enters from the South; and the Great Northern Railroad enters from the North.

Three highways pass through the county. Roads in the valley section are nearly all graveled. Highlands have graded dirt roads traversing to various parts. Wintertime snow drifts into traffic lanes; in spring and after long

hard rains, the mud is so deep that the dirt roads are impassable for weeks at a time.

Outside of a few shopkeepers and distributing business operators in the small towns, the people are engaged in agriculture of some form or another. According to the latest census, the population was 55,875. About 2,700 pupils attend school in the rural areas; and of this number, 1,315 or 49 per cent, receive transportation. A total of 118 receive individual transportation. Thirty of the latter were classed as isolated individuals.

The goal of every county and school district is to equalize educational opportunities.

The child whose home, wisely or unwisely, is located upon the borders of the settlement and in isolated places is still a school child of the state. . . For him an educational opportunity must be made possible regardless of the location of his dwelling; it must be provided regardless of the wisdom or ignorance of his parents, and regardless of the wealth, poverty, creed, or race.¹

Importance of the problem. The density of the rural population in Yellowstone County is small, making the problem of public school transportation a difficult one. It is believed that securing information pertinent to this problem will be helpful in arriving at solutions.

The problem. Much information must be assembled before making recommendations for transportation for

¹ Asael C. Lambert, School Transportation, (Stanford University, California: Stanford University Press, 1938), p. 3.

Yellowstone County. Following are questions that must be answered:

1. What suggestions could one develop on the subject of public school transportation from a reading of the literature?
2. What is the law in Montana regarding public school transportation?
3. What are the qualifications of bus drivers?
4. What policies have the county transportation committee developed?
5. What policies have the local districts developed for administering their transportation?
6. Where are the children residing?
7. What bus routes have been determined to transport the children?
8. Are school districts able to provide better and more efficient service through co-operative plans among school districts?
9. What forms do the school districts employ for administering their transportation?
10. What units could one develop for analyzing the cost of public school transportation in Yellowstone County?

Delimitation. This study will be limited to the school districts in Yellowstone County, excluding the Billings School District Number 2, and for the school term of 1952-1953.

Definition of terms. Certain terms must be defined in order to give the reader a clear understanding. The Montana School Law defines transportation as follows:

(1) the actual transporting of pupils who live three or more miles distant from a public school, by bus, rail or otherwise; (2) the providing of any services, whereby the school board is relieved of actually transporting such pupils, such as paying parent or guardian for transportation, paying rent or board or any part thereof and providing supervised correspondence study or supervised home study.²

School transportation in Montana is divided into three separate programs:

1. Individual transportation for families that live in sparsely settled areas where school buses are not economically feasible.
2. Isolated transportation for families that live in isolated areas where the hardship is so great that an increase in the individual schedule is necessary.
3. School bus transportation for families that live in areas where there is sufficient density of population to justify a school bus.³

Methodology. Data were secured largely by interview with the bus drivers, district superintendents, office of the county superintendent of schools, county assessor, and county surveyor. Some data were gathered by traversing a number of bus routes. Other related material was gathered from literature on the state and national levels. The

² School Laws of the State of Montana, State Department of Public Instruction, Helena, Montana, 1953, p. 123.

³ Administration Manual for School Transportation, State Department of Public Instruction, Helena, Montana, 1953. p. 1.

former was gathered for the development of criteria for administering a system; the latter, with the legal enactment on transportation, was developed for orientation of this system to the Montana and Yellowstone County setting.

Progress has been slow in the development of a system of transportation in Yellowstone County. It will be necessary to initiate activities and develop policies and forms for the improvement of this system.

A spot map of Yellowstone County was necessary to show the residences of all children receiving transportation. The map shows those transported by school bus and those who receive individual transportation. One can see from the map that some are living long distances from

schools and good roads. These had to be classed as isolated. Another map was made showing the bus routes in the county. A study of the two maps will give opportunity to explore the advantages of larger units for administering school transportation.

Transportation costs and units for the study and comparison of transportation systems will be considered.

CHAPTER II

REVIEW OF RELATED LITERATURE

Much has been written in regard to school transportation by various authors on how to set up and administer a transportation system to secure the greatest amount of economy, efficiency, and safety. A summary of pertinent information follows:

Why do we have transportation? Literature indicates that transportation is an important budgetary item as well as a broad service which has grown in response to demands of communities and citizens. These citizens demanded services beyond the three R's. In defense of transportation Shirley Cooper¹ points out the fact that parents felt individual differences, physical well-being, and social behavior were at stake. They also believed associates, better classrooms, sanitation, health services, and work and play experiences were necessary. Few of the schools of low enrollments could provide such services. Another philosophy arose that high school was for rural as well as urban pupils, making a twelfth grade education a requirement for good citizenship. Today fewer schools exist and children must travel further to school. District reorganization and curriculum expansions required transportation. The automobile is a

¹ Shirley Cooper, "Why Do We Transport Children to Schools," School Executive, 69:11-14, April, 1950.

is a permanent part of life while walking is no longer an accepted mode of travel. Safety along the highways is a big factor. The National Education Association states one reason.

The fact that highway traffic is becoming increasingly heavy and that highway accident rates continue to climb has resulted in many school systems transporting pupils who live relatively close to the school. In fact, the minimum distance requirements for providing transportation service is no longer a fair standard in many areas. Needs for the service in congested areas and along busy highways cannot be determined equitably on the basis of distance. For children having to walk a mile to and from school along a busy highway the basic problem is not distance but safety. Recognition of this has resulted in greatly expanded transportation services by many school systems.²

Study of Montana Code

Before attempting to establish procedures for organizing a transportation system, a study of the state transportation laws of Montana³ is necessary. In them, many policies and regulations are stated that must be understood and complied with before district policies can be formed.

Duties delegated to the school board.

(1) The board of trustees of any school district or high school may furnish transportation to and from school

² National Education Association, Department of Rural Education, Pupil Transportation, Yearbook, (Washington, D. C.: United States Government Printing Office, 1953), p. 12.

³ School Laws of Montana, State Department of Public Instruction, (Helena, Montana: State Publishing Company, 1935), pp. 123-127.

for all pupils living within their districts, who are enrolled in the public schools of their districts, or granted permission to attend school in another district. These pupils must reside three or more miles distant over the nearest practical route from a public elementary or secondary school. Instead the board may furnish supervised home study, supervised correspondence study, room, rent, or board, or individual transportation payments. Any sum expended in lieu of transportation shall not exceed the per pupil cost set up by schedule shown below. The board must furnish transportation or services in lieu if directed by the transportation committee and the direction has been upheld by the state superintendent of public instruction.

TABLE I
INDIVIDUAL TRANSPORTATION SCHEDULE
Regular Rate

Children	3 & 4 miles	5 & 6 miles	7 & 12 miles	Over 12 miles
1	\$.30	\$.36	\$.48	\$.60
2	.42	.48	.60	.72
3	.54	.60	.72	.84
4	.66	.72	.84	.96
5		.84	.96	1.08
6			1.08	1.20

(2) In Montana the school board may operate buses or contract for pupil transportation. Each district owning a bus or buses may levy a sufficient millage to create a reserve not exceeding twelve and one-half per cent ($12\frac{1}{2}\%$)

per year of the original cost of the bus or buses. This fund is to be kept separate and apart from all other funds. Unless authorized by a majority vote of the qualified voters of the district, this fund can only be used to purchase a bus or buses.

(3) The board of trustees has the power to close any elementary school within the district and transport the pupils to another school in or out of the same district. This act must be for the best interests of the attending pupils. It is the duty of the board to help support the newly attended school.

Contracts are necessary to administer transportation.

(1) No money shall be paid for transportation services, or anything in lieu of transportation to anyone without a contract.

(2) Contract forms shall be prepared by the state superintendent of public instruction. They shall be furnished to the clerk of the school district by the county superintendent. These forms must be prepared in triplicate and signed by the district clerk, board chairman, and the one providing the service. Each contract for individual transportation must be accompanied by an affidavit signed by the parent or guardian as to his place of residence. One copy must be filed with the county superintendent; one, with the district clerk; and one, to the party providing

service. The county treasurer must be notified of the act, the names of those involved, and the amount of the contract. No warrant must be honored in excess of the period payment or the actual days attended nor shall payment be made for walking to and from school. Payment may be made one way at one-half daily pay if transported one way.

(3) Before contracts for transportation are awarded, the board must secure bids by placing a notice in three issues of a paper circulated in the county during a twenty-one day period prior to the letting of the contract. These notices shall be placed in three conspicuous places in the district.

(4) Every bus must carry bodily injury and liability insurance, with the limits of liability in the amount of not less than \$7,500.00 per person, and \$50,000.00 for each accident. Every vehicle driver of an approved bus route must complete a standard first-aid course and have a valid standard first-aid certificate from an authorized instructor.

No limitations shall apply to transportation distances within a district if the board finds it economical, convenient, or desirable to transport children for distances less than three miles if it relieves congestion in a school building or saves erections of more buildings, or when children live on an established bus route and less than three miles from school.

In isolated individual cases a schedule allows thirty

dollars (\$30.00) per month for one child, twelve dollars (\$12.00) per month for the second child, and six dollars (\$6.00) per month for each succeeding child.

The degree of isolation schedule and a reimbursement schedule for bus transportation can be found in the appendix.

Eligibility of pupils. Children eligible for transportation aid must be six or older and under twenty-one, be a resident of Montana, and live three or more miles from school or one and one-half or more miles from the nearest established public school bus route. Aid can only be given for days attended at public school.

Reimbursements. (1) Each school district and county high school shall be entitled to reimbursement from the state public school general fund equal in amount to one-third of the transportation schedule. A school bus which travels through more than one district shall have the county and state reimbursements pro-rated among the various districts along the route endorsed by the county transportation committee.

(2) Each school district maintaining one or more elementary schools, or providing transportation for elementary pupils attending school in another district shall be entitled to reimbursement from the county common school fund provided by a tax levy. These districts shall receive one-third of the schedule provided for transportation by the state.

(3) State reimbursement of bus routes is one-third of the following schedule: (a) Twelve cents per mile for vehicles of six pupil capacity or less, (b) fifteen cents per mile for vehicles of seven to eleven pupil capacity inclusive, (c) twenty cents per bus mile for vehicles of twelve to thirty pupil capacity, and (d) twenty cents per bus mile plus one-half cent per bus mile additional for each pupil rated capacity above thirty.

Suggestions and Procedures

The planning of transportation routes should receive the attention of school officials several weeks before the beginning of the school term. If a district contracts its transportation service, it will need route plans before the contracts can be let. If the district owns its own buses, the route details must be known in order to determine the size of bus to be used or purchased for the situation. Due to changes in roads, construction of bridges, or other physical features of the district, former routes may become inadequate. A shift in population or district boundaries would also necessitate a change in bus routes. A system is very seldom developed to a level where it will not need alterations during the school year. The extra time and effort that is taken to make improvements will bring about greater comfort, convenience, and safety for the pupils and also build for

greater community happiness and good will.⁴

Determine eligibility for transportation. To determine who shall be transported is necessary before planning bus routes. This depends on the policy of the board in determining what is a reasonable walking distance to the school bus route and to the school, along heavily traveled highways.

Study the nature of the school organization. Studying the nature of the school organization to be served is important in determining whether it is elementary, high school, or a combination of both. One must examine the curriculum; check the schedule to find when periods end, when each class is dismissed, and what extracurricular activities there are. Perhaps a staggering in the dismissal of classes can be arranged. Lambert brings out the same idea in his statement.

To insist upon curriculum projection and school organization first may appear to be a wholly round-about approach to finding necessary transportation and its cost. A little thought will show that this approach is really fundamental.⁵

Make a spot map. An accurate map, made to scale, of the area to be served should be drawn. The families should

⁴ Ward G. Reeder, The Administration of Pupil Transportation, (Columbus, Ohio: The Educators' Press, 1939), p. 15.

⁵ A. C. Lambert, School Transportation, (Stanford University, California: Stanford University Press, 1938), p. 5.

be located; and figures, such as a square or a circle used as symbols to represent elementary and high school pupils. The number of each kind to be transported should be placed within that symbol. All roads should be indicated, showing the type, all hazards, and school plant.

Draw in the bus routes. The next step is to draw in the last existing bus routes or the proposed new routes in accordance with the roads and location of pupil residences. To determine the capacities of the buses needed and the number of trips per bus, drive over the routes; and, at the same time, record the length of the route and the time of travel including stops at safe speeds.

Time of travel. Lambert states that:

Studies of the problem show that for all practical purposes the earliest hour in the morning at which the first load pupils should be expected to enter a school bus is close to 7:30 A. M.⁶

Reeder and Lambert both agree that the time for one trip should not be greater than one hour. According to the State Department of Public Instruction of Wisconsin, the average time necessary to travel a route, considering all of the high school bus routes, is fifty-two minutes. The average time for district owned buses is even greater, fifty-seven minutes.⁷

⁶ Ibid., p. 13.

⁷ A Study of the Transportation of High School Pupils in Wisconsin, State Department of Public Instruction, Madison, Wisconsin, 1938, p. 41.

In regions of heavy snow or drifting, supplementary equipment will be needed for short periods. Driving speeds will be reduced, and some parts of the routes will be impassable for heavy buses. Walking distances for some pupils will have to be reduced. For driving in such weather a small vehicle of ample safety and comfort must be used.

Waiting stations. Because of the conditions of Montana roads and highways, road hazards, lack of revenue, shortage of traveling time, and similar factors, some pupils must walk a certain distance or be transported gratis. Reeder⁸ states that many school districts provided waiting stations (small boxlike structures) for pupils who travel more than one-half mile to meet the bus.

Cooperative planning. By improving a bad stretch of road, highway officials can help a school bus to avoid retracing part of a route. The county transportation committee can help to prevent duplication of a part of a route by other district buses. The county superintendent may adjust school district lines by transferring territory from one district to another. Pupils may be transferred from one district to another for ease of transporting.

Where the school district owns and operates its own vehicle, it can sometimes employ drivers who live at the

⁸ W. G. Reeder, The Fundamentals of Public School Administration, (New York: The Macmillan Company, 1951), p. 405.

beginning or end of the school transportation route. This arrangement cuts operating costs of the buses and the total working time of the driver. Otherwise the driver must receive transportation between his home and the school storage point.

Isolated pupils. There will nearly always be a few isolated pupils who live beyond a reasonable walking distance of a school or bus route. To these the district can make a cash allowance on a sliding mileage scale and require them to provide their own means of transportation. In some cases, a small allowance can be made to them.

The use of dormitories for a large number of pupils in lieu of daily transportation has never had great success. With the rapid extension of good roads and the improvement of motor vehicles the need for dormitories for elementary and high school pupils in lieu of daily transportation has practically disappeared.⁹

School Board Policies

Before the board of education can develop policies for transportation, research must be done by the administrator and the board. It will be necessary to gather information by consulting the school laws relating to public school transportation, consult representatives of the county and state department of education, and consult representatives of college or university departments of education. Further study must be made to appraise the past operation of the

⁹ A. C. Lambert, op. cit., p. 18.

transportation service, if any. Another requirement will be the securing of opinions of parents and interested community organizations. A study of services in other districts would be quite enlightening. Analyze the unit costs for the last five years, and study the past actions of the school board,¹⁰ then estimate the unit cost for the coming year. From this analysis, the administrator and school board can determine whether to provide transportation services or to contract them.

Definite policies required. The board of education should adopt specific policies for administering the school transportation program and put them into written form.

1. Define what is considered a reasonable walking distance for children of each grade.
2. Make an exception in the walking distance requirement for children living on heavily traveled highways.
3. Will transportation be furnished to all physically handicapped children regardless of the distance involved?¹¹
4. Will transportation be provided for pupils

¹⁰ Floyd I. Marchus, Rudolph F. Sando, and Harold J. De Fraga, Mr. Superintendent, How Do You Do? (Martinez, California: Sandemark Enterprises, 1954), p. 35.

¹¹ Robert M. Isenberg, Guide for Analyzing a Pupil Transportation Program, National Education Association, Washington, D. C., 1935, p. 3.

participating in activities such as field trips and athletic contests?

5. Set the time of the earliest pick up in the morning.
6. Set the time of the latest delivery in the afternoon.
7. Determine the number of stops and distance between stops on the bus route.
8. Provide for the children who cannot be served through the regular transportation system.
9. Give the central office authority to direct the transportation service.
10. Adopt a set of operating rules for the driver.
11. Mail to every family and person concerned a time table for loading and unloading at the various stops. Include rules for loading, unloading, and maintaining order on the buses.

School Buses, Safety Program, and Bus Drivers

Due to the lengthening of transportation routes by consolidation, improvement of roads, and necessity of saving time, the horse drawn vehicles had to give way to motor buses. This change brought about greater convenience for the rider.

The school bus. The final responsibility of deciding whether or not district owned or contract type service is more advantageous rests with the school board. If the

bus service is to be district owned, buses must be purchased. A bulletin of specifications and procedure is issued by the State Department of Public Instruction in regard to the purchase of new school buses. Consult local transportation for suggestions on purchasing.¹² Secure bids from a number of reliable bus companies. Follow the procedures provided by the school laws for the purchase of equipment.

The school system providing the transportation is responsible for all forms necessary to administer the transportation, to keep accurate records of expenditures, daily trip data, and monthly and yearly reports. All of these are required for accurate cost accounting and comparing buses, routes, and other school transportation systems.

A contractor is required to give bonds in fulfillment of the contract. Also the school law prescribes a minimum insurance of not less than \$7,500.00 per person and \$50,000 for each accident. Annual school bus inspection by the Highway Patrol is required and usually done in September.

The laws of the State of Montana require that all school buses must come to a full stop before crossing railroad tracks or electric car lines. School buses may be loaded and unloaded only on the extreme right hand side of the highway.

Bus safety program. Every school unit sponsoring a

¹² Floyd I. Marchus, R. F. Sando, and H. J. De Fraga, op. cit., p. 36.

transportation system should have a safety program. Besides the safety precautions taken by the manufacturer in the construction of the bus, every person benefitted by the bus should take a part.

1. Select bus patrols to help the driver.¹³
2. The school board should publish rules and regulations for loading, unloading, and for preserving order in the bus.
3. The school should have a safety instruction program with classroom instruction, assembly programs, demonstration and practice on the bus, and emergency drills on the bus.
4. Bus drivers and pupils should have a part in the planning and instruction.

The bus driver. The bus driver is an important employee. He is as important as a classroom teacher. Care must be taken in selecting him and his substitute according to the Department of Public Instruction. Attitudes can determine his success and the success of the school transportation system.¹⁴ The most important attitude is that of cooperation. Without it, the driver is apt to have a mental block that would prevent efficient performance of his responsibilities. Second, he must be ready to accept a measure

¹³ Isenberg, op. cit., p. 4.

¹⁴ Montana School Bus Driver Manual, State Department of Public Instruction, Helena, Montana, 1953, p. 10.

of responsibility. Third, he must develop an interest in the safety and welfare of the pupils. Fourth, he must acquire an attitude of courtesy to all. Fifth, alertness will improve the safety of his operation.

The state has definite qualifications that a driver must meet.

1. He must pass a physical examination.
2. He must be twenty-one years of age and if possible not over sixty.
3. He must hold a Chauffeur's License.
4. Every school bus driver must hold a First Aid Certificate.
5. All drivers must abstain from the use of tobacco and alcoholic beverages while on duty.

A bus driver has a number of responsibilities¹⁵ listed by the Montana State Department of Public Instruction.

1. The safety of the pupils riding the bus should have first consideration by the bus driver at all times.
2. No pupils should be permitted to stand while the bus is in motion.
3. The loading and unloading of pupils should follow recommended practices. When pupils must cross the road the bus driver must use his stop signal lights or stop signal arm to halt all traffic from both directions. The bus driver should not open the door of the bus until he is sure that all traffic has stopped.

¹⁵ Ibid., pp. 9-10.

4. School buses must not turn around on the highway.
5. All reports that are required by the school administrator must be made accurately and promptly.
6. The school bus driver must be acquainted with all the state traffic laws and driving regulations.
7. No school bus should back up unless the driver is sure that the way is all clear behind the bus.
8. Many school buses should have a pupil patrol to report violators of the school bus passing law and assist the driver in safe operation of the bus.
9. A school bus driver should never leave his bus while it has pupils aboard. In case of accident or breakdown he should stay with his pupils.
10. The school bus driver should check his bus and equipment each day.
11. The school bus driver must keep his bus clean at all times.
12. A school bus driver must manage his pupils so that conduct aboard the school bus is orderly and acceptable. Discipline cases should be reported to the school administration for advice and cooperative action.
13. All school bus accidents must be reported to the highway patrol as required by law and to school officials as required by state regulations. Blanks are provided for this purpose.
14. School bus drivers must set up a schedule and keep the bus on this schedule if possible.
15. School bus drivers must not fill gas tanks while pupils are on the bus. Do not allow any gasoline, highly inflammable or explosive material or fire arms to be carried on the bus.
16. All school buses must stop at railroad crossings and the driver should look both ways before crossing the tracks.
17. All highway signs must be observed and instructions followed carefully.

18. The bus must never be operated with the clutch disengaged except when stopping.
19. The door of the bus must never be open while the bus is moving.
20. Speed of a bus must be kept within reasonable limits for control. Coasting down hill is very dangerous.
21. No other person should ever be permitted to operate the bus while pupils are on board.
22. All substitute drivers must have the approval of the school authorities.

The school administrator and board should provide training for the driver and his substitute. Marchus, Sando, and De Fraga recommend subjects to be considered in this training.

1. Hold periodic meetings.
2. Discuss responsibilities of the driver and the need of making out reports.
3. Discuss such problems as discipline, safety, scheduling, and complaints concerning the services.
4. Discuss correct procedures for loading and unloading at bus stops.
5. Provide psycho-physical tests to make the driver aware of his limitations.

Delegate responsibilities. The administrator cannot take care of all the chores connected with operating a school bus. He must delegate appropriate duties. Forms and records must be developed which will facilitate an understanding between the administrator and his assistants with

regard to responsibilities. Time must be scheduled with these responsible parties.

Appraisal of services. After the transportation system is in operation, make a plan for appraisal. Study the complaints of children and parents as well as services indicated by the records. Discuss improvement at teachers' meetings. If possible, compare unit costs with districts that are similar.

The steps described in the preceding pages are the major ones used in organizing practically all pupil transportation systems. These are particularly so in rural schools. Most of the pupil transportation in city schools is conducted by the same methods. Frequently city schools use municipal buses, street cars, and taxicabs.

The methods mentioned may be used for developing a transportation system or for evaluating one. The latter purpose will be used for the study of this problem in the succeeding chapters.

CHAPTER III

SPOT MAP AND BUS ROUTE MAP

The Spot Map

In order to make a study and get a clear picture of the Yellowstone County transportation problem a spot map must be prepared. This is necessary to appraise the existing systems or to propose new systems of transportation.

The symbols used. The spot map shows the residences of pupils to be transported by the individual district transportation systems. The following symbols indicate the types of pupils transported:

Bus Riders

□ High School

△ Junior High School

○ Elementary

Individual Transportation

■ High School

▲ Junior High School

● Elementary

The markings used. The heavy dash lines are district border lines. The large numbers indicate the districts. Highways are shown by heavy lines, gravel roads by dotted lines, and graded dirt roads are marked by fine parallel lines.

One can see that the heaviest populated areas are near the No. 10 Highway. The county roads serving these

areas are graded gravel roads, which make them passable for motor vehicles in all kinds of weather. Out in the dryland and rough land areas are residences of those receiving individual transportation and the extreme cases receiving isolated individual transportation. The latter areas are served mostly by graded dirt roads.

The spot map is included at the end of this chapter.

School Bus Routes

To show the bus transportation system and make the various units stand out distinctly, district lines were drawn about those districts having school bus service.

District No. 7, Laurel. This district is operating six district-owned buses. Two of the routes extend west of Laurel. The buses going out can use Highway No. 10 and then in returning run on graveled roads. Two routes south of town, mostly on graveled roads, extend into the highlands. Occasionally the condition of these roads are bad to a point where the buses cannot reach the far ends. The two eastern routes follow graveled roads going out for the pickups and return on Highway No. 10 to the school.

District No. 10. This district, usually referred to as Scandia, is very large in territory and very sparsely settled. It has one bus route thirty miles long which is served by a contracted forty-two capacity bus. On the first leg of the route the driver picks up all pupils and

unloads at the Scandia School. Next, he goes to the farther end of the second leg to start loading again. Upon reaching the Scandia School all elementary pupils are unloaded. The high school pupils who were unloaded on the previous trip are reloaded and the high school pupils are then all taken two miles to the Shepherd High School in District No. 37.

District No. 15, Custer. This district has two contracted buses for its two routes. One route begins at the Big Horn River near the south border of the district and progresses towards Custer. The other is a string route twenty-one miles long on Highway No. 10 west of Custer.

District No. 17. This district has one shoe-string type route which begins at the south edge of the district. The first to fourth grades are delivered to the Morin School and the fifth to eighth grades are delivered to the Coburn School at the north end of the route. The contracted bus is a nine passenger station wagon. It travels on a twenty-mile long route on a black-top surfaced road.

District No. 20. A nine passenger station wagon operating under contract delivers pupils to the Broadview School. The route is nine miles one way and all on graded dirt roads.

District No. 24. This district is known as the

Huntley Project. It is boot shaped. The leg is about twenty-five miles long and the toe part six miles in length. U. S. Highway No. 10 runs east and west through the midsection for the full length of the leg portion. Graveled county roads extend north and south of the highway at nearly every one-half mile interval.

Four schools still exist in the district. At the eastern end is the Pompeys Pillar School. It takes those pupils in grades one to six. In the central section of the district are two other schools one and one-half miles apart; Ballentine receives grades one through six; and Worden has grades one through twelve. Due to the crowded conditions at Worden and few pupils for the class, sixth graders are taken to Ballentine while the fifth graders at Ballentine are transported to Worden. Huntley is located at the extreme western end of the district. The Huntley School accommodates the first six grades.

Ten bus routes serve this community, transporting 462 pupils. The Project has the largest school transportation system in the county (District No. 2 having been excluded from this study). It employs ten contracted buses. The time spent riding on these buses varies from thirty to sixty minutes.

The route of Bus No. 21 is all on the highway. It begins at the east end about six miles beyond Pompeys Pillar. At Pompeys Pillar, children through the sixth

grades are unloaded. The bus then progresses west on the highway toward Worden picking up junior high and high school pupils.

Buses No. 20 and No. 27 run up Fly Creek about six miles. The No. 20 bus loads only elementary pupils through the sixth grade and then returns by another road meeting the highway two miles west of Pompeys Pillar. Pupils through the sixth grade along this section of the highway also board the bus. Bus No. 27 leaves the Fly Creek area when it intersects the Ballentine road six and one-half miles straight north of Ballentine. All pupils are loaded along this section. Graders, one through six (except the fifth graders) are deposited at Ballentine and the rest are taken to Worden.

Bus No. 26 has a route south of the highway and extending west about three miles from Ballentine. This driver retains the fifth graders, leaves the other elementary pupils below the seventh grade, loads all seventh to twelfth and fifth graders, and proceeds to Worden. There the driver unloads his bus, reloads with the sixth graders, and returns to Ballentine.

Bus No. 28 serves the area from Worden east to the overpass and from a mile south of the highway north to the Yellowstone River. Bus No. 23 includes the vicinity bordered by the I Road extending six miles straight west of Worden and north to the Yellowstone River.

Buses No. 22, No. 24, and No. 25 serve the northwest

corner of the district from the highway to the river. They load all pupils along their routes, drive to Huntley, unload the elementary pupils through the sixth grade, reload with the upper grades, and then drive down the highway ten miles to Worden.

Bus No. 30 is a small bus with a twelve pupil capacity. It begins about eight miles south on Pryor Creek and ends at the Huntley School. All passengers are unloaded at this point.

District No. 26. The Lockwood District is a very heavily populated one. It contracts two buses from the Billings Transit Company. The two buses with capacities of thirty-six and forty-eight passengers have equal runs of about nineteen miles each. By a repetition of trips, they haul 235 elementary pupils over well-maintained graveled and surfaced roads.

District No. 37. Shepherd District has two buses, one district owned and the other contracted. The contracted bus picks up all pupils southeast of Shepherd from the Shepherd Road to the Yellowstone River, returning on the Old Shepherd Road. After unloading the driver makes his first pick-up on the second leg of the route two miles west of the school. He travels one mile east toward the school, then goes around the section north of Shepherd and back to the school.

The second bus runs straight south from Shepherd

across Highway No. 10 about one-half mile, and returns to the highway on which he travels a distance of nearly six miles to the railroad crossing. Here the bus turns north to pick up all pupils southwest of Shepherd and delivers them to the school. Three miles of this route is through District No. 41, and some of this district's pupils board the bus. Two miles of the same route is traveled by the District No. 41 bus.

District No. 41. This district owns its bus with a capacity of twenty-four which serves two elementary schools, Pioneer and Progressive. The length of the bus route is seventeen miles, of which two miles on the northern portion of the highway duplicates two miles of the route traveled by the District No. 37 bus.

Additional data. Twenty-six buses and their routes have been included in this study. The number of the routes are marked on the School Bus Route Map which follows.

Each bus is given a number, the first in the series indicating the county served, followed by a second which denotes the district. The third number is one given the individual bus by the district and the last number shows the length of the bus route. In some instances the route number is followed by an alphabetical addition which signifies buses that travel the same routes.

CHAPTER IV

POLICIES AND PRACTICES

One of the characteristics which has distinguished the service of pupil transportation has been the variation in policies and practices from district to district. Variations in economy, use of buses, ownership of equipment, routing of buses, and standards for bus drivers existed. On the whole, policies were few.

County Transportation Committees

County transportation committees¹ were authorized by the Montana School Law to assist the County Superintendent. They were to have administrative supervisory powers over all school transportation within the county. The committee is also delegated power to administer policies and regulations adopted by the Montana State Board of Education. These policies pertain to the operation of school buses, their routes, and the elimination of competition between school districts for the enrollment of pupils.

Organization. (1) The committee membership shall be composed of at least five members who may be selected from school trustees, district superintendents, principals of county high schools, and the county superintendent of

¹ Administration Manual for School Transportation, State Department of Public Instruction, Helena, Montana, 1951, pp. 2-3.

schools. All high schools may have equal representation. Not more than two may be selected from any one district.

(2) Any school board member may attend the meeting. (3) If a member from a district cannot attend a meeting, a substitute may be chosen from the board or faculty.

Officers. (1) The committee is to elect annually a secretary to serve one year or until a successor has been elected. (2) The county superintendent of schools shall be chairman. (3) A member of the county superintendent's office is recommended as secretary.

Quorum. A majority of the members shall constitute a quorum in transacting business.

Meetings. (1) The committee shall meet when called by the chairman or secretary. (2) Members may vote by mail on ballots prepared by the secretary. (3) School boards of school districts shall be given a hearing on petitions for transfer from one high school area to another.

Duties. (1) The committee shall set up school bus areas in the county for the various high schools and conduct hearings on all petitions requesting transfer of districts or parts of districts from one area to another. (2) Recommendations must be made to the State Department of Public Instruction in regard to all petitions from the boards of school trustees of all school districts. (3) All evidence of school pupil soliciting is to be submitted to the state department. (4) A map showing the boundaries of

the high school areas must be displayed in the office. /

(5) All bus routes in the county must be approved by the committee. (6) All recommendations, data, and other communications are to be submitted to the state department.

District Policies

Information gathered through interview with the Yellowstone County Superintendent of Schools, district superintendents, district clerks, and bus drivers with many years of experience gave this picture of the evolution of policies and practices in Yellowstone County.

In the beginning, of course, most vehicles used for pupil transportation were horse-drawn. It was only logical that the school should contract with some farmer in the neighborhood to provide the service instead of building a barn, buying horses and employing someone to look after them and drive them. It was probably much more economical to contract for the service under such circumstances. As motor vehicles gradually came into use in pupil transportation, it was only natural to follow the precedent set and contract for the service. Possibly an even more important factor in promoting contract transportation in the early days of the motor vehicle was the fact that, since the activity was wholly financed from local sources, most schools did not have sufficient funds to purchase vehicles and build garages.

A questionnaire was prepared and checked during interviews with district superintendents and bus drivers of the nine districts. The questionnaire contained statements of characteristics fitting to policies of a good transportation program. The number of districts that conformed to each of the following statements were placed in the left-hand column.

<u>No. that Conformed</u>	<u>Policies of the School Board</u>
9	The board of education has adopted specific policies regarding the pupil transportation program.
3	The transportation policies of the board are in written form.
7	The board determines a reasonable walking distance to the bus route or to the school.
7	The bus picks up at the front gates of all those living on the route.
4	The bus drives to the pupil's door for those off the route where there is a good graveled round with a turn around.
2	The board has specific policies for use of buses for instructional purposes.
2	Transportation is provided when necessary for pupils who take part in school activities during non-school hours.
3	Athletic teams are provided with transportation to athletic events.
3	The board has adopted operating rules for drivers.
1	Members of the teaching staff may act as bus drivers.
1	A member of the janitorial staff is employed as a driver.

No. that
Conformed

Purchasing Policies

- | | |
|---|--|
| 3 | A long range plan has been adopted for purchasing buses. |
| 3 | Vehicles are purchased after requesting bids. |
| 3 | Written specifications describing the kind of equipment desired is supplied in advance, as given in the Montana School Bus Driver Manual |

No. that
Conformed

Contracting Policies

- | | |
|---|---|
| 6 | The district contracts all of its transportation. |
| 2 | The district owns all its equipment. |
| 1 | The district contracts part of its transportation and furnishes a bus for the remaining part. |
| 9 | Contractors are required to give a bond. |
| 9 | A minimum amount of insurance is carried by each bus. |
| 9 | The equipment is inspected at least once a year. |

No. that
Conformed

Transportation Records

- | | |
|---|---|
| 5 | A separate transportation accounting system is kept as an auxiliary to the general account. |
| 2 | A cost analysis for the operation of each bus is made. |
| 3 | Districts have monthly reports showing the operating cost of each vehicle. |
| 2 | A record is kept of the dates worked and the wages paid to substitute drivers. |

No. that
Conformed

Transportation Records (cont.)

- | | |
|---|--|
| 3 | Records are kept for the use of buses for instructional and other non-route trips. |
| 3 | The records show the depreciation of buses. |

No. that
Conformed

Route Policies

- | | |
|---|---|
| 2 | The district has a spot map of the transportation area. |
| 2 | Bus routes are located on the map. |
| 1 | A definite time table is published to show the time the bus is expected at stops. |
| 9 | Transportation to school is not generally provided for distances less than one-half mile. |
| 9 | No pupil is on the bus more than one hour. |
| 0 | Officials responsible for road maintenance are given a copy of the bus routes and schedules. |
| 6 | Loading and unloading stations make it unnecessary for buses to be driven backward at the school grounds. |
| 0 | Bus routes were approved by the county transportation committee. |

No. that
Conformed

Driver Qualifications

- | | |
|---|---|
| 0 | Applicants for drivers must have experience driving a vehicle other than a car. |
| 9 | Every driver must have a chauffeur's license. |
| 5 | Every driver must have a physical examination. |
| 9 | A qualified substitute must be available. |

No. that
Conformed

Driver Qualifications (cont.)

9	A minimum age limit for drivers is twenty-one.
2	A maximum age limit for drivers is sixty.
0	There is a driver training program.
9	A first aid training program is available.

If the above checking had been done at a later period, the picture would have been quite different. These bus routes were approved by the state department early in 1952. The county transportation committee was organized late in 1952. Therefore, the policies and regulations of the state board of education were not put into effect and made part of the policies of the school districts prior to this time.

CHAPTER V

COST ACCOUNTING

Importance of the cost unit.¹ The requisite for any administrator trying to secure the greatest amount of service for the cost is accurate detailed information on what the present costs are. Careful records should be kept of all expenditures to enable the administrator in making a complete cost analysis. Costs for given type of equipment or plan of operation should be compared to other types or plans. Hundreds of studies devoid of cost units have been made of pupil transportation costs, but the information provided has been insufficient to judge efficiency of the management.

Types of cost units. Many types of studies on cost units might be made, but the first thing is to be sure all data is accurate and comparable in order to make a comparative study. All items of supplies such as gasoline, motor oil, tires, depreciation, and the like must be included. Featherstone declares, "Uniform Accounting Is the Crying Need in Pupil Transportation;" and he further states that "Cost per bus

¹ W. G. Reeder, Fundamentals of Public School Administration, (New York: The Macmillan Company, 1951), p. 421.

mile and per pupil mile would be good comparable units.²

A second problem is that of selecting the best unit for computing the cost. Cost units are usually of the following:³

1. Cost per bus on a per month or a per day basis.
2. Cost per pupil per year, per month, or per day.
3. Cost per mile may be stated on (a) a bus-mile basis, which is the cost of sending the bus one mile, or (b) a pupil-mile basis, which is the cost of transporting one pupil one mile.

Sample cost statements. Certain information should be found in any expense statement of a school bus. Expenditures for a public-owned school bus is shown below.⁴

Driver's salary - - - - -	\$300.00
Gasoline - - - - -	100.00
Motor Oil - - - - -	17.00
Lubrication - - - - -	11.00
Tubes - - - - -	25.00
Battery charging - - - - -	6.00
Parts, repairs, washing, and storage - - -	12.00
Insurance - - - - -	42.00
Depreciation at 12 $\frac{1}{2}$ % per year - - - - -	350.00
Total	\$914.00

The conditions of service under which the bus operated are as follows:⁵

² E. Glenn Featherstone, "Uniform Accounting Is the Crying Need in Pupil Transportation," The Nations Schools, April, 1950, p. 73.

³ Reeder, op. cit., p. 422.

⁴ Reeder, loc. cit.

⁵ Ibid., p. 424.

Length of term in months	- - - - -	9
Length of term in days	- - - - -	180
Number of people transported	- - - - -	40
Miles the bus traveled during the year	- - -	4500
Miles the bus traveled each day	- - - - -	25

The unit costs for the bus are as follows:

Annual cost for the bus	- - - - -	\$914.00
Monthly cost for the bus	- - - - -	101.56
Daily cost for the bus	- - - - -	5.08
Annual cost per pupil	- - - - -	22.85
Monthly cost per pupil	- - - - -	2.54
Daily cost per pupil	- - - - -	.127
Cost per bus mile	- - - - -	.200
Cost per pupil mile	- - - - -	.0056

These same cost units will be used later in the chapter for comparisons in this study.

Yellowstone County Costs

Figures for a detailed study of the cost of the past transportation programs in Yellowstone County were not available. Thus the study of costs is not satisfactory.

Growth in expenditures. Yellowstone County transportation total expenditures have increased greatly since the records⁶ were first available from the state department.

TABLE II

YELLOWSTONE COUNTY ANNUAL TRANSPORTATION EXPENDITURES

1949	\$ 77,820.51
1950	86,306.03
1951	89,512.05
1952	106,565.53
1953	121,990.26

⁶ K. W. Bergan, Unpublished Material, State Department of Public Instruction, Helena, Montana, 1954.

A greater number of buses has been put in use each year, and the length of the bus routes has increased as well. As districts consolidate the expenditures will no doubt increase for years to come.

To appraise the cost of bus transportation in Yellowstone County, one may compare certain unit costs with those of districts which are near by and of similar characteristics.

To provide a background for comparison, Table III shows unit costs of Yellowstone County and five other counties in the same section of Montana with similar physical characteristics and climatic conditions. The figures in this table were computed from the Annual Report for 1952-1953.⁷

TABLE III
UNIT COSTS OF SIX COUNTIES AND STATE, 1952-1953

County	Cost per Bus Mile	Cost per Pupil Mile	Number of Pupils	Cost	Annual Cost per Pupil
Big Horn	.358	.021	1,052	\$ 60,718.13	\$ 57.50
Carbon	.248	.030	499	41,413.70	82.99
Custer	.268	.023	146	13,635.00	93.39
Park	.258	.031	189	20,414.52	108.01
Stillwater	.255	.038	342	42,761.16	125.03
Yellowstone	.325	.019	2,520	112,602.00	44.68
State Ave.	.298	.027	22,808	1,981,623.20	86.88

⁷ Annual Report for 1952-1953 School Transportation, State Department of Public Instruction, Helena, Montana, 1953, p. 32.

Explanation of comparison form. An explanation is given of the form used for Table IV. This is recommended by the author for comparing unit costs of buses. Cost units for each bus in this study are computed and inserted in the table for comparison.

In reading the table, the first line shows the number of the district operating the bus. The next line, marked "Driver," contains the name of the driver for the bus, and his experience follows on the third line. The lines marked "Contracted" and "District-Owned" are checked to show whether the bus is contracted for or district owned. "Bus Capacity" indicates the seating capacity of the bus, allowing thirteen inches per pupil. "Miles per Day" is the total distance the bus is driven each day picking up the pupils in the morning, taking them to school, and returning them in the evening. "Cost per Day" is the total cost of the bus for a year divided by 180 days or the number of days the school is in session. "Cost per Bus Mile" is the cost of operating the bus one mile; that is, the cost per day divided by the miles per day.

Five lines contain figures concerning pupils. Those marked "High School Pupils" and "Elementary Pupils" designate the number of each transported, while the total is the sum of the two. The "Annual Cost per Pupil" is equal to the yearly cost of the bus divided by the total number of pupils. "Total Pupil Miles" is the sum of the distances

each pupil rides going to and returning from school. The cost per day divided by the total pupil miles indicates the "Cost per Pupil Mile."

The last line is the total "Bus Cost per Year." If the bus is contracted, it will be the contract price. For a public-owned bus, all expenditures on the bus, wages of the driver, and depreciation are totalled.

Bus mile costs and pupil mile costs will vary a great deal among the buses in Table IV. Many factors enter in. Qualified drivers are hard to find; and, usually, bus driving is a part-time job as drivers need some other means to earn a living. One district employs a teacher; and another, a janitor. The average wage per driver is \$5.25 a day. Shorter bus routes tend to have high costs per bus mile due to wages paid. Routes with few pupils tend to have the higher cost per pupil mile.

In Table V, the average of cost per bus mile, annual cost per pupil, and cost per pupil mile for each district is shown. These costs vary a great deal, too, among the districts. The average of these units for the county is also included in the table.

The average cost per bus mile of Yellowstone County is .319, which is a little above the state average of .298; and the cost per pupil mile of .022 is below the state average of .027.

TABLE IV
1952-53 BUS EXPENSE COMPARISON
School Districts of Yellowstone County, Montana

District Number	7	7	7	7	7	7
Driver	Gratwohl	Story	Eastman	Siebert	Thurn	Smith
Experience	3	0	4	0	1	6
Contracted	X	X	X	X	X	X
District-Owned						
Bus Capacity	48	48	48	48	48	48
Miles per Day	46	47	40	47	59	34
Cost per Day	11.96	11.20	11.58	11.25	11.98	9.18
Cost per Bus Mile	.26	.24	.29	.24	.22	.27
High School Pupils	10	10	11	12	11	12
Elementary Pupils	18	31	26	38	36	19
Total Pupils	28	41	37	50	47	31
Annual Cost per Pupil	76.93	48.84	56.34	40.51	48.98	53.17
Total Pupil Miles Daily	565.2	958.2	717.8	922.0	859.5	567.5
Cost per Pupil Mile	.0212	.0116	.0161	.0122	.0149	.0161
Bus Cost per Year	2154.07	2002.39	2084.62	2025.67	2301.84	1648.33

(Continued)

TABLE IV (continued)
1952-53 BUS EXPENSE COMPARISON
School Districts of Yellowstone County, Montana

District Number	10	15	15	17	20
Driver	De Graff	R. Heberle	E. Heberle	Roads	H. Smith
Experience	15	5	6	3	0
Contracted	X	X	X	X	X
District-Owned					
Bus Capacity	42	36	30	12	9
Miles per Day	60	44	42	80	36
Cost per Day	21.25	8.89	11.11	15.00	11.11
Cost per Bus Mile	.354	.202	.231	.188	.309
High School Pupils	22	10	7		
Elementary Pupils	46	14	13	16	5
Total Pupils	68	24	20	16	5
Annual Cost per Pupil	56.25	66.67	100.00	168.75	400.00
Total Pupil Miles Daily	682.5	276	335	338	78
Cost per Pupil Mile	.0311	.0322	.0337	.0444	.1424
Bus Cost per Year	3825.00	1600.00	2000.00	2700.00	2000.00

(Continued)

TABLE IV (continued)
1952-53 BUS EXPENSE COMPARISON
SCHOOL DISTRICTS OF YELLOWSTONE COUNTY, MONTANA

District Number	24	24	24	24	24	24	24	24	24	24
Driver	Grewe	Witzel	Fleming	Reiter	Bing- aman	Foreman	Dieren- field	Delcamp	Cass	McClain
Experience	4	11	2	16	10	15	1	5	6	9
Contracted	X	X	X	X	X	X	X	X	X	X
District Owned										
Bus Capacity	42	48	48	48	48	48	48	54	54	12
Miles per Day	40	35	39	30	21	44	30	40	36	22
Cost per Day	12.00	14.50	17.90	14.75	14.90	14.90	15.75	18.75	16.25	7.50
Cost per Bus Mile	.30	.414	.459	.491	.709	.339	.525	.469	.423	.34
High School Pupils		31	32	21	14	27	31	32	29	9
Elementary Pupils	30	22	21	26	14	25	39	21	34	4
Total Pupils	30	53	53	47	28	52	70	53	63	13
Annual Cost per Pupil	72.00	49.24	60.79	56.48	95.78	51.57	40.50	63.68	46.43	103.80
Total Pupil Miles Daily	560	792.5	884.5	618.2	366.2	720.5	329	722.5	1116	76
Cost per Pupil Mile	.021	.018	.02	.024	.04	.02	.047	.025	.014	.098
Bus Cost per Year	2160.	2610.	3222.	2655.	2682.	2682.	2835.	3375.	2925.	1350.

(Continued)

TABLE IV (continued)
1952-53 BUS EXPENSE COMPARISON
School Districts of Yellowstone County, Montana

District Number	26		37		41
Driver	Rudolph	Kossler	Kamrath	Shaefer	Adsit
Experience	1	2	12	10	3
Contracted	X	X	X		
District-Owned				X	X
Bus Capacity	36	48	48	54	24
Miles per Day	38	37	42	41.4	34
Cost per Day	28.29		13.89	11.33	11.32
Cost per Bus Mile	.372		.33	.274	.333
High School Pupils			13	12	
Elementary Pupils	136	99	36	30	42
Total Pupils	136	99	49	42	42
Annual Cost per Pupil	21.25		51.02	49.00	48.46
Total Pupil Miles Daily	447	423	1095.4	578.5	300
Cost per Pupil Mile	.0244		.012	.0196	.0377
Bus Cost per Year	5092.00		2500.00	2058.04	2035.36

TABLE V
SUMMARY OF BUS EXPENSE COMPARISON
School Districts of Yellowstone County, Montana

District Number	No. 7	No. 10	No. 15	No. 17	No. 20	No. 24	No. 26	No. 37	No. 41	Total or Average
Contract Buses		1	2	1	1	10	2	1		18
District Owned Buses	6							1	1	8
Miles per Day	273	60	86	80	36	337	75	83.4	34	1064.4
Cost per Day	67.15	21.25	19.86	15.00	11.11	147.20	28.29	19.77	11.32	339.71
Cost per Bus Mile	.241	.354	.231	.188	.3086	.436	.377	.237	.333	.319
Sr. High Pupils	66	22	17			100		25		230
Jr. High Pupils						126				126
Elementary Pupils	168	46	27	16	5	236	235	66	42	841
Total Transported	234	68	44	16	5	462	235	91	42	1197
Annual per Pupil Cost	52.21	56.25	81.82	168.75	400.00	57.35	21.25	39.10	48.46	51.38
Pupil Miles Daily	4590.4	682.5	611	338	78	6184.7	870	1674	300	15328.5
Cost per Pupil Mile	.0146	.0311	.0325	.0444	.1424	.023	.0244	.0234	.0377	.0222
Bus Cost per Year	12216.92	3825.00	3575.11	2700.00	2000.00	26496.00	5092.67	3558.04	2035.36	61498.99

Pupil spot maps should be carefully studied before bus routes are established. Such an approach will determine whether the proposal is economical or not. In this county, District No. 17 should have required a lower bid for services while District No. 20 should not have allowed a bus route, according to the circumstances revealed by this study.

District No. 20 has one family with two pupils who are nine miles from school. The other family, with three pupils, is seven miles from the school. According to the degree of isolation, a 75 per cent increase in the reimbursement schedule would amount to \$2.31 per day for the district which would mean a saving of \$8.80 per day.

Legislature did not enact transportation laws for areas of few scattered families. The individual transportation program was provided for these families at the discretion and good judgement of the county transportation committee.

Table VI, page 54, is a summary of the number of pupils who received individual transportation and those who received isolated transportation in lieu of bus transportation by districts.

The average cost per pupil per day for individual transportation is .25; and isolated transportation per pupil per day averages \$1.07 for the county, while the average for the state is .28 and .88 respectively. The

percentage of isolated pupils in Yellowstone County is greater than the percentage of the state, making the county daily cost greater than that of the state.

TABLE VI

INDIVIDUAL AND ISOLATED TRANSPORTATION BY DISTRICTS

District	Individual			Isolated		
	Elem.	H. S.	Number	Cost	Elem.	H. S.
						Number
						Cost
2		\$212.91	3	\$212.91		\$1991.25
3	\$159.90		3	159.90		
4					\$267.00	1
7	216.72		6	216.72		267.00
8	146.16		3	146.16		
9						
10	50.70		1	50.70		616.23
12	197.34		7	197.34		411.90
15	93.36		3	93.36		
19						
21	371.40	198.34	13	569.74	440.25	440.25
24	432.60	188.53	4	188.53	176.93	243.73
32			8	432.60		176.93
37						720.50
42	622.80		11	622.80	611.30	611.30
48	612.27		14	612.27		
51					253.38	253.38
52	81.96		2	81.96	261.73	261.73
Out of County						
					184.50	184.50
Total	\$2895.21	\$599.78	78	\$3494.99	\$2259.36	\$3919.34
						\$6178.70

CHAPTER VI

FINDINGS AND RECOMMENDATIONS

This paper is a study of Public School Transportation in Yellowstone County for the term of 1952-1953, excluding the Billings District No. 2. This study was made to give suggestions for forming new policies and recommendations for the districts having pupil transportation.

As a result of this study, numerous findings were made in regard to school buses, bus drivers and cost units.

Number of 9-12 passenger buses	3
Number of 13-30 passenger buses	2
Number of 31-42 passenger buses	3
Number of 43-48 passenger buses	15
Number of 49-54 passenger buses	3
Drivers with experience of 1-3 years	8
Drivers with experience of 4-6 years	7
Drivers with experience of 7-9 years	1
Drivers with experience of 10 years and over	7
Drivers 25-30 years of age	6
Drivers 31-35 years of age	2
Drivers 36-40 years of age	8
Drivers 41-45 years of age	4

Drivers 46-50 years of age	4
Drivers 51-55 years of age	2
Bus Routes 21-25 miles in length	2
Bus Routes 30-35 miles in length	5
Bus Routes 36-40 miles in length	6
Bus Routes 41-45 miles in length	7
Bus Routes 46-50 miles in length	3
Bus Routes 51-60 miles in length	3
Bus Routes 70-80 miles in length	1

The total number of buses in this study was twenty-six and the average costs of bus transportation of the districts for 1197 pupils transported were:

1. Cost per bus mile	.319
2. Cost per pupil mile	.022
3. Annual cost per pupil	\$51.38
The number of pupil miles per bus mile	14.4
The number of contract buses	18
Cost per bus mile	.373
Cost per pupil mile	.028
The number of district-owned buses	8
Cost per bus mile	.25
Cost per pupil mile	.015
Number receiving individual transportation	78
Annual cost per pupil	44.81
Cost per day	.25

Number receiving isolated transportation	32
Annual cost per pupil	193.08
Cost per day per pupil	1.07

Recommendations. For the benefit of the taxpayer, the parents, the children, and administrators of the Yellowstone County transportation system, the following recommendations may be made.

1. Revise the eligibility for individual transportation by lowering it to two miles instead of three if a parent must deliver the children to school.

2. District No. 24 of Yellowstone County should have one central school at Worden or Ballentine.

3. Districts No. 41 and No. 10 should consolidate with Shepherd District No. 37 and attend the Shepherd School. This would eliminate three teachers, the maintenance of three schools now in use, and prevent duplication of part of a bus route by two school districts.

4. District No. 17 should not accept such a high bid for transportation.

5. Bus transportation in District No. 20 should not be allowed.

6. All bus route drivers should post a time table.

7. Mark buses by other means than a number so that primary and first graders can distinguish them.

8. All long bus routes should have a rest room stop about midway on the route.

9. A radio on a bus would help entertain the pupils and help keep them posted on the news. It might aid in the elimination of discipline problems on the bus.

10. Study the possibility of the Transportation Committee acting as a purchasing agency for the county. Savings can be made by buying equipment in larger quantities.

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APPENDIX

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APPENDIX A
ADMINISTRATION OF SCHOOL TRANSPORTATION

LEGAL ADMINISTRATION

Montana State Law makes School District Trustees responsible for school transportation administration. It is not compulsory upon the school district to start a program of school transportation unless the County Transportation Committee orders a Board of Trustees to adopt a transportation program for a qualified applicant where hardship is involved.

The following Resolution should be adopted by the Board of Trustees to validate and legalize the school transportation program in any school district:

TRANSPORTATION RESOLUTION ADOPTED BY THE BOARD OF TRUSTEES
OF _____ DISTRICT _____ 195__

WHEREAS, under Chapter 189, Session Laws of 1951, Montana State Legislature, known as the School Transportation Act, the furnishing of transportation or services in lieu thereof is at the discretion of the Board of Trustees and cannot be furnished without action of the Board of Trustees.

BE IT THEREFORE RESOLVED: That the Board of Trustees of _____ School District No. _____, _____ County, shall during the fiscal year beginning July 1, 195__, furnish transportation or services in lieu thereof to all public school children residing within the district and who are eligible as provided in Chapter 189, Montana Laws of 1951, at the time the final budget for the year beginning July 1, 19__ is adopted, provided that the total amount to be paid out for transportation shall not exceed the amount budgeted therefor.

Clerk of Board of Trustees

SCHOOL DISTRICT NO. _____

COUNTY

STATE OF MONTANA

BOARD OF TRUSTEES
SCHOOL DISTRICT NO. _____

COUNTY

FORM TE No. 11

APPEAL-----TRANSPORTATION AREA

APPEAL FROM THE DECISION OF THE _____ COUNTY
TRANSPORTATION COMMITTEE

APPEAL PRESENTED BY _____ DATE _____

SCHOOL DISTRICTS INVOLVED _____

1. Decision of the _____ County Transportation
Committee in this case is as follows:
2. Why is there objection to this decision?
3. What is the recommendation of the Board of Trustees of
the School Districts involved?
4. What is the result of the election of the voters of the
School District involved?
5. What other considerations enter into the controversy?

(Signed) _____

PETITION FOR TRANSFER

(Transportation Area)

County School Transportation Committee
_____ County

We, the duly elected school board of District No.____, County of _____, request the County Transportation Committee to transfer the following: (Give description of parts to be transferred--sections, portion of sections, or entire district or general area) _____

from the _____ Transportation Area to the _____ Transportation Area.

We certify to the following:

1. The request is in accordance with the wishes of a majority of the patrons in the area.
2. The territory to be transferred is adjoining the transportation area to which such territory is to be assigned.
3. The distance from the center of our area by the nearest traveled road to the school building in the (_____) area to which we wish to be assigned is _____ miles. The distance from the school building in our district by the nearest traveled road to the school in the area to which we now belong (before transfer) is _____ miles. The distance to the nearest accredited school (_____) is _____ miles.
4. The transfer is requested for these reasons: _____

We further certify that the school board and the voters of the district have not been solicited and unduly influenced by outside forces to request such transfer, but are requesting such transfer for the best educational interests of the school pupils of the area.

(Signed) _____

Dated _____

Address of Clerk _____

(Petitions are to be made in triplicate)

APPENDIX B
INDIVIDUAL TRANSPORTATION

INDIVIDUAL TRANSPORTATION CONTRACT

THIS AGREEMENT made and entered into on this _____ day of _____, 19__, by and between _____ of _____ County, Montana. The party of the first part, and School District No. _____ of _____ County, Montana, the party of the second part, WITNESSETH:

THAT WHEREAS, party of the first part is the father, mother, guardian (Strike out two) of the following children:

Name of Children	Age	School Attended	Grade	Miles From School or Bus Route	Rate

AND WHEREAS, party of the first part further certifies that his family has resided with him at the residence which qualifies them for this transportation eighty (80) days during the year when school was not in session.

NOW THEREFORE, it is mutually agreed by and between the parties hereto that said party of the first part will furnish transportation or services in lieu thereof for the above children to and from the said school during the days when the same shall be in session during school year 195__ - 195__, and said party of the second part will pay said party of the first part on account of such transportation or services in lieu thereof the following amounts for each day said children are so transported or furnished transportation to school _____ per day.

The teacher or principal or superintendent of the school attended by the above children shall certify to the school district clerk at the end of each school period, the days of attendance of the above children and the school district clerk shall within five days after receiving such report of attendance issue and deliver to the party of the first part a school district warrant for the period for the amount under this contract and agreement.

This contract shall cease and terminate at the end of the school year hereinbefore specified and shall cease and terminate immediately when the above mentioned children cease attending school.

IN WITNESS WHEREOF, the party of the first part has signed this contract and agreement, and said party of the second

part has caused the same to be signed by the chairman and
attested by the Clerk of its Board of School Trustees, this
_____ day of _____, 19____.

(Parent or Guardian)

By _____
(Chairman)

Attest _____
(Clerk)

STATE DEPARTMENT OF PUBLIC INSTRUCTION

Revised Sept. 1950

HELENA, MONTANA

INDIVIDUAL TRANSPORTATION TABLE--RIGHT COLUMN 1/3 OF TOTAL

Days	Rate 12¢ a day	Rate 30¢ a day	Rate 36¢ a day	Rate 48¢ a day	Rate 60¢ a day	Days
55	\$ 6.60-2.20	\$16.50-5.50	\$19.80-6.60	\$26.40-8.80	\$33.00-11.00	55
6	6.72-2.24	16.80-5.60	20.16-6.72	26.99-8.96	33.60-11.20	6
7	6.84-2.28	17.10-5.70	20.52-6.84	27.36-9.12	34.20-11.40	7
8	6.96-2.32	17.40-5.80	20.88-6.96	27.84-9.28	34.80-11.60	8
9	7.08-2.36	17.70-5.90	21.24-7.08	28.32-9.44	35.40-11.80	9
60	7.20-2.40	18.00-6.00	21.60-7.20	28.80-9.60	36.00-12.00	60
1	7.32-2.44	18.30-6.10	21.96-7.32	29.28-9.76	36.60-12.20	1
2	7.44-2.48	18.60-6.20	22.32-7.44	29.76-9.92	37.20-12.60	2
3	7.56-2.52	18.90-6.30	22.68-7.56	30.24-10.08	37.80-12.60	3
4	7.68-2.56	19.20-6.40	23.04-7.68	30.72-10.24	38.40-12.80	4
65	7.80-2.60	19.50-6.50	23.40-7.80	31.20-10.40	39.00-13.00	65
6	7.92-2.64	19.80-6.60	23.76-7.92	31.68-10.56	39.60-13.20	6
7	8.04-2.68	20.10-6.70	24.12-8.04	32.16-10.72	40.20-13.40	7
8	8.16-2.72	20.40-6.80	24.48-8.16	32.64-10.88	40.80-13.60	8
9	8.28-2.76	20.70-6.90	24.84-8.28	33.12-11.04	41.40-13.80	9
70	8.40-2.80	21.00-7.00	25.20-8.40	33.60-11.20	42.00-14.00	70
1	8.52-2.84	21.30-7.10	25.67-8.52	34.08-11.36	42.60-14.20	1
2	8.64-2.88	21.60-7.20	25.92-8.64	34.56-11.52	43.20-14.40	2
3	8.76-2.92	21.90-7.30	26.28-8.76	35.04-11.68	43.80-14.60	3
4	8.88-2.96	22.20-7.40	26.64-8.88	35.52-11.84	44.40-14.80	4

(Continued)

INDIVIDUAL TRANSPORTATION TABLE--RIGHT COLUMN 1/3 OF TOTAL (continued)

Days	Rate 12¢ a day	Rate 30¢ a day	Rate 36¢ a day	Rate 48¢ a day	Rate 60¢ a day	Days
75	\$ 9.00-3.00	\$22.50-7.50	\$27.00-9.00	\$36.00-12.00	\$45.00-15.00	75
6	9.12-3.04	22.80-7.60	27.36-9.12	36.48-12.16	45.60-15.20	6
7	9.24-3.08	23.10-7.70	27.72-9.24	36.96-12.32	46.20-15.40	7
8	9.36-3.12	23.40-7.80	28.08-9.36	37.44-12.48	46.80-15.60	8
9	9.48-3.16	23.70-7.90	28.44-9.48	37.92-12.64	47.40-15.80	9
80	9.60-3.20	24.00-8.00	28.80-9.60	38.40-12.80	48.00-16.00	80
1	9.72-3.24	24.30-8.10	29.16-9.72	38.88-12.96	48.60-16.20	1
2	9.84-3.28	24.60-8.20	29.52-9.84	39.36-13.12	49.20-16.40	2
3	9.96-3.32	24.90-8.30	29.88-9.96	39.84-13.28	49.80-16.60	3
4	10.08-3.36	25.20-8.40	30.24-10.08	40.32-13.44	50.40-16.80	4
85	10.20-3.40	25.50-8.50	30.60-10.20	40.80-13.60	51.00-17.00	85
6	10.32-3.44	25.80-8.60	30.96-10.32	41.28-13.76	51.60-17.20	6
7	10.44-3.48	26.10-8.70	31.32-10.44	41.76-13.92	52.20-17.40	7
8	10.56-3.52	26.40-8.80	31.68-10.56	42.24-14.08	52.80-17.60	8
9	10.68-3.56	26.70-8.90	32.04-10.68	42.72-14.24	53.40-17.80	9
90	10.80-3.60	27.00-9.00	32.40-10.80	43.20-14.40	54.00-18.00	90

FORM TE No. 5a

DISTRICT, Number and Name Dist. No. 6 -- Parkview Page 1
County Blaine Post Office Chinook Date February 7, 1951

INDIVIDUAL TRANSPORTATION CLAIM

NOTE: This report lists the names of pupils according to household. List high school first.

Name of Parent or Head of Household	Names of Pupils Listed by Household	Miles to School	Days Trans-ported	Pupil Daily Rate	Total Amount	Elem.	H. S.
Brown, George	Stanley	7	82	.48	39.36		x
	James	"	81	.12	9.72	x	
					49.08	24.54	24.54
Kennedy, Sam	Mary	13	81½	.60	49.20	x	
	Sue	"	81	.12	9.72		x
	Dale	"	80	.12	9.60	x	
	Jack	"	80½	.12	9.72		x
					78.24	39.12	39.12
TOTAL				xx	127.32	63.66	63.66
STATE SHARE 1/3		xx	xx	xx	42.44	21.22	21.22

District No. 20

High School Fund 21.22

FORM TE 5a

District, Number, and Name _____ Dist. No. 20 - Lake _____ Page 1
County Blaine _____ Post Office Chinook _____
Feb. 7, 1951

INDIVIDUAL TRANSPORTATION REPORT

Note: This report, lists names of pupils according to household. List high school first.

Name of Parent or Head of Household	Names of Pupils Listed by Household	Miles to School	Days Trans-ported	Pupil Daily Rate	Amount per Pupil	Check one	
						Elem.	H. S.
Ashley, Fred	Katherine	6	82	36	29.52		X
	Frances	"	81	12	9.72	X	
	Richard	"	80	12	9.60	X	
					48.84	32.56	16.28
White, John	Sylvia	8	82	48	39.36		X
	Phyllis	"	80	12	9.60	X	
					48.96	24.48	24.48
Sanders, Joe	Verne	12	84	60	50.40		X
	Beverly	"	81	12	9.72	X	
	Irma	"	80	12	9.60	X	
	Walter	"	82	12	9.84	X	
					79.56	59.67	19.89
TOTAL					177.36	116.71	60.65
State Reimbursement 1/3					59.12	38.90	20.22

APPENDIX C
ISOLATED TRANSPORTATION

A SUGGESTED GUIDE FOR DETERMINING THE DEGREE OF ISOLATION

INDIVIDUAL TRANSPORTATION
Degree of Isolation

- Group 1 Individual Transportation Regular Schedule
- (a) Pupils drive their own car, vehicle or horse-back.
 - (b) Roads are passable, except in extreme weather.
 - (c) Live over 3 miles from school or $1\frac{1}{2}$ miles from bus line.
- Group 2 Increase Individual Transportation Twenty-five per-cent
- (a) Children transport themselves two-thirds of time.
 - (b) Roads and weather become so hazardous that an adult must accompany them one-third of the time. Graded 75% of the way.
 - (c) Recommendation of the County Transportation Committee and the School District Trustees that physical and financial hardship is involved.
- Group 3 Increase Individual Transportation Fifty Percent
- (a) Children are so young that an adult person must drive them to school each day.
 - (b) Roads are passable, except during extreme weather. Graded 50% of the way.
 - (c) Recommendation of County Transportation Committee and School District Trustees that physical or financial hardship is involved.
 - (d) Distance above five miles.
- Group 4 Increase Individual Transportation Schedule Seventy-five Percent
- (a) Children are too young to transport themselves.
 - (b) Roads very difficult, graded only 25% of the way.
 - (c) Recommendation of County Transportation Committee and School District Trustees that physical or financial hardship is involved.
- Group 5 Increase Individual Transportation Schedule One Hundred Percent
- (a) Children are too young to transport themselves and must have an adult driver.
 - (b) Roads require extra equipment as a jeep, for mountain roads, not a graded road.
 - (c) Distance over twelve miles.
 - (d) Recommendation of County Transportation Committee and School District Trustees that physical or financial hardship is involved.

Group 6 Maximum Isolated Transportation Payment of \$1.50 Per Day For First Child, Sixty Cents Per Day For Second Child, Thirty Cents Per Day For Each Additional Child

- (a) The pupil is boarded near the school or the family must leave home and rent a house near the school and maintain two house-holds.
- (b) The distance is so great that the pupil cannot be transported or the roads are so impassable for such a long period of time that transportation is impractical.
- (c) Recommendation of County Transportation Committee and School District Trustees that physical or Financial hardship is involved.

Two rates may apply to a child during the year when conditions change from one extreme to the other. Maximum isolation payments may be necessary during the deep snow months in the mountains.

FORM TE 4

STATE DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

APPLICATION FOR ISOLATED TRANSPORTATION CLASSIFICATION

Section 7, Chapter 152, Session Laws of 1951, State of Montana, authorizes the County Transportation Committee and the State Superintendent of Public Instruction to increase transportation payment due to isolation. The following request is hereby submitted:

Name of Family		Residence -- School Dist. No.			Date	
Names of Pupils	Age	Grade	Distance* in Miles	Schedule Rate	Isolated Rate Requested	Amount Allowed

Why is this family considered isolated? _____

I further certify that my family has resided in School District No. _____ for 80 days during the year when school was not in session and that I earn the major portion of my living in this school district.

Parent Signature _____

Approved, Chairman, School District No. _____

(Continued)

APPLICATION FOR ISOLATED TRANSPORTATION CLASSIFICATION (continued)

The increased transportation requested by the above family is hereby approved in the amount of \$_____ per day.

_____ County Transportation Committee

_____ Chairman or Secretary

I do_____ give my consent to the Board of Trustees of School Dist. No. _____
_____ County to increase the transportation schedule as requested
in above application.

MARY M. CONDON, State Superintendent
Department of Public Instruction

By _____
Supervisor of School Transportation

This form should be submitted in triplicate. Two copies will be returned.

* Distance in Miles means the distance from the nearest operating school.

Form TE No. 5b

District, Number and Name District No. 20 - Lake Page 1
County Blaine Post Office Chinook Date February 7, 1951

ISOLATED - INDIVIDUAL TRANSPORTATION CLAIM

Note: This report lists names of pupils according to household. Check with approved applications.

Name of Parent or Head of Household	Names of Pupils Listed by Household	Miles to School	Days Transported	Pupil Daily Rate	Amount per Pupil	Elem.	H. S.
Hawkins, Jake	Roger	27	82	\$1.50	123.00		X
	Peter	"	80	.60	48.00	X	
					171.00	85.50	85.50
Finley, Harold	Laura	24	84	1.50	126.00		X
	Amy	"	82½	.60	49.80	X	
	Everett	"	81	.30	24.30	X	
					200.10	133.40	66.70
McClure, Joe	Gladys	15	84	1.20	100.80		X
	Sophia	"	83	.60	49.80	X	
	Lorena	"	81½	.30	24.60	X	
	Victor	"	81	.15	12.15	X	
					\$187.35	140.51	46.84
Total					558.45	359.41	199.04

STATE REIMBURSEMENT \$186.15

ELEMENTARY FUND \$119.80 H. S. FUND \$66.35

Form TE No. 5b

District, Number and Name No. 6 - Parkview
County Blaine Post Office Chinook

Page 1
Date Feb. 7, 1951

ISOLATED - INDIVIDUAL TRANSPORTATION CLAIM

NOTE: This report lists names of pupils according to household. Check with approved applications.

Name of Parent or Head of Household	Names of Pupils Listed by Household	Miles to School	Days Transported	Pupil Daily Rate	Amount per Pupil	Elem.	H. S.
Marsh, R. S.	Mary	14	87	1.50	130.50		x
	Thomas	14	82½	.30	24.90	x	
	Jane	"	84	.60	50.40	x	
					205.80	137.20	68.60
Morgan, J. B.	Henry	13	84	1.20	100.80	x	
	Edith	"	81	.15	12.15		x
	Matt	"	82	.25	20.50		x
	Edna	"	82½	.50	41.50		x
					174.95	43.74	131.22
TOTAL					380.75	180.94	199.81

STATE REIMBURSEMENT

ELEMENTARY FUND 60.31 H. S. Fund 66.61

High School Funds Paid To District No. 20 -- \$66.61

APPENDIX D
SUMMARY CLAIMS

FORM TE NO. 7
COUNTY SUMMARY

STATE DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

Transportation Claim - State and County Reimbursement

County _____ Period Ending _____

Dist.	Individual Transportation (1/3 Schedule)		Isolated Transportation 1/3 Approved Increase		Bus Transportation (1/3 Schedule)		Total
	Elementary	High School	Elementary	High School	Elementary	High School	
OUT OF COUNTY							
TOTAL							

Total Reimbursement for County \$ _____

STATE OF MONTANA)
) ss.
COUNTY OF _____)

_____ being first duly sworn deposes and says that ___he is the County Superintendent of Schools of _____ County, Montana; that ___he has examined the attached report and hereby certifies it to be correct; and that payment of services rendered as shown therein has not been received and are not duplicated.

County Superintendent of Schools

Subscribed and sworn to before me this _____ day of _____ 19____

(SEAL)

Form TE No. 7a

STATE DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

Transportation Claim--Second Semester
County & State Reimbursement

County _____

Year 195 3-54

1	2	3	4	5	6	
Dist. No.	Days 1st S.	Days 2nd S.	Ratio 2 S - 1 S	First S. Claim	Second S. Claim	REMARKS
10	90	90	1	835.00	835.00	
14	88	92	1.05	946.00	993.40	
Total	XXX	XXX	XXX			

State of Montana)
County of _____) ss.

I herewith certify that the above claim for state and county transportation reimbursement is a true and just claim.

Superintendent of Schools

County

Date _____

APPENDIX E
SCHOOL BUS FORMS

PROCEDURES IN THE PURCHASE OF SCHOOL BUSES

(Advertising, Receiving, and Preparing Bids; Drafting Specifications)

This bulletin has been prepared for the guidance of school boards in advertising for bids, preparing specifications, and drafting a contract for the purchase of school buses.

The first step in the project of purchasing a school bus is for the school board, at a meeting, to adopt a resolution authorizing the purchase of a bus body, a chassis, or a complete motor bus. The resolution should authorize the superintendent, or a committee of the board, to draft specifications for such equipment in accordance with the state requirements. When the specifications have been prepared, such specifications should be presented to the school board for approval.

After approval of the specifications, the school board should adopt a resolution specifying the date and hour when bids for furnishing such equipment will be opened, and authorize the advertising for bids as required by law.

Advertising for Bids

The school board of any kind of district is required by law to advertise for bids when the cost of the equipment exceeds \$250.00 elementary and \$750.00 high school. The advertisement for bids shall be made in some newspaper in the county for two weeks' published notice in the city or village located nearest to the school district in which the contracts are proposed to be let, or in newspapers published at the county seat. The notice shall state the time and place of awarding the contract, and give a brief description of the equipment to be furnished.

FORM TE 20 RECEIVING AND OPENING BIDS For School Bus

The Board of Trustees of School District No. _____
County of _____ P. O. _____,
will receive sealed bids at the office of the Board
of Trustees up to _____ A.M./P.M.,
_____ 19____, for the furnishing

of _____ school bus with a seating capacity
for _____ ^{Number} pupils, according to school bus

specifications and standards for the state of Montana at which time they will be publicly opened for consideration. Bids are to be made only on the bidding forms which contain the required specifications, and which are on file with the superintendent or clerk of said school district.

The right is reserved to reject any or all bids.

Dated _____ By _____
Clerk District No. _____

Date of Notice _____

REQUEST FOR BIDS

The Board of Trustees of _____, District
No. _____ County _____, P.O. Address _____
_____ requests bids for

I. CHASSIS _____;
(Number of Units) (Seating Capacity)

And/Or

II. BUS BODY* _____;
(Number of Units) (Seating Capacity)

F. O. B. at _____

Approximate delivery date _____, 19____

Address bids to _____

P. O. Address _____

Bids to be opened _____, 19____

at _____ AM/PM in the offices of _____

_____ located at _____

* * * * *

TRADE IN EQUIPMENT

Description of Trade-in _____

Location of Trade-in _____

* * * * *

CERTIFIED CHECK - A certified check equal to at least five
per cent (5%) of the net amount of the bid shall accompany
each proposal.

Failure of the bidder to complete bids in all details will justify the board in the rejection of such bids. The board of education reserves the right to waive technicalities and to reject any or all bids.

* * * * *

*If the school board plans to purchase only a chassis or bus body, strike out the line which does not apply.

FORM TE 22

SCHOOL BUS BID

Board of School Trustees
District No. _____ County _____
City _____ State _____

City _____ State _____
Date _____ 19 _____

Gentlemen:

Pursuant to your call for bids, returnable on _____ 19 _____
at _____, and in accordance with your detailed specification sheet
which is enclosed, we submit the following quotations.

I. Chassis* _____; Year 19 _____; Price \$ _____

And/Or

the above chassis with school bus bodies complete as follows:

II. School Bus Bodies*

	Make	Model No.	Gross Price Chassis & Body*	Trade-in Allowance	Net Price Chassis & Body*
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

A certified check for the amount of _____ Dollars, (\$ _____)
is herewith enclosed.

All prices of the above equipment are F. O. B. _____

Remarks _____

*If only a chassis or body is to be purchased, strike out the lines, word or words which do not apply.

Respectfully submitted,

By _____

FORM TE 23

SCHOOL BUS BODY SPECIFICATIONS

We hereby certify that the general specifications of the school bus body as to construction of the frame work, walls, ceiling, floors, insulation, entrance and emergency doors, lighting, wiring and mounting, shall comply with the regulations of the State Board of Education and the State Commissioner of Highways, as set forth on pages 55-70 in the 1950 Manual for School Bus Drivers, in addition to the special requirements requested by the local school board as given below.

DETAILED SPECIFICATIONS OF SCHOOL BUS BODY

Item	Specifications Desired		Specifications Provided
	Filled in by School Board		Filled in by Bidder
(A)	(B)		(C)
1. Make	x x x x x x x x x x x x x		
2. Model Number	x x x x x x x x x x x x x		
3. Body Length	x x x x x x x x x x x x x		
4. Pupil Capacity			
5. Seating a. Spacing			
b. Arrangement			
c. Upholstery			
d. Driver's Seat	Regular	Special	
6. Fire Extinguishers			
7. Flags and Flares	Yes	No	
8. First Aid Kit	Yes	No	
9. Mirrors a. Interior	Yes	No	
b. Exterior			
10. Signals a. Stop Arm	Yes	No	
b. Directional	Yes	No	

(Continued)

SCHOOL BUS BODY SPECIFICATIONS (continued)

Item	Specifications Desired	Specifications Provided
	Filled in by School Board	Filled in by Bidder
(A)	(B)	(C)
11. Defroster		
12. Heaters-Bus Type		
13. Floor		
14. Windshield Wipers	Double	
15. Window Guards	Yes No	
16. Lettering on Sides of Bus		
17. Other Equipment		

Remarks: _____

Respectfully submitted,
Bidder _____
Date _____
By _____

Bidder to furnish a separate sheet of specifications, Form TE 22 for each different make of bus body on which a bid is submitted.

FORM TE 24

SCHOOL BUS CHASSIS SPECIFICATIONS

We hereby certify that the motor chassis furnished shall comply with the general specifications relating to the school bus chassis, adopted by the State Board of Education and the State Commissioner of Highways, as given on pages 57-70 of the 1950 Manual for School Bus Drivers, in addition to the special requirements requested by the local board as given below.

DETAILED SPECIFICATIONS OF MOTOR CHASSIS

Item		Specifications Desired	Specifications Provided
		Filled in by School Board	Filled in by Bidder
(A)		(B)	(C)
1.	Make and Model	x x x x x x x x x x x x x	
2.	Wheelbase	x x x x x x x x x x x x x	
3.	Gross Vehicle Rating		
4.	Engine a.		
	b.		
	c.		
	d.		
5.	Tires a. Front	Size Ply	
	b. Rear	Size Ply	
		Single Dual	
		Regular Mud Grip	
	c. Spare	Size Ply	
		Regular Mud Grip	
6.	Governor	Yes No	
7.	Oil Bath Air Cleaner	Yes No	

(Continued)

SCHOOL BUS CHASSIS SPECIFICATIONS (continued)

Item	Specifications Desired		Specifications Provided
	Filled in by School Board		Filled in by Bidder
(A)	(B)		(C)
8. Oil Filter	Yes	No	
9. Radiator	Regular	Heavy Duty	
10. Electrical a. Generator	Regular	Heavy Duty	
b. Voltage Regulator	Yes	No	
c. Battery	No. of Plates		
11. Transmission: Speeds	Four	Five	
12. Axles a. Front	Standard	Extra Wide	
b. Rear	Standard	Two-Speed	
13. Brakes a. Service	Standard	Booster	
b. Emergency	Drum Shield	Yes No	
14. Springs a. Front	Regular	Bus Type	
b. Rear	Regular	Bus Type	
15. Shock Absorbers a. Front	Yes	No	
b. Rear	Yes	No	
16. Propeller Shaft Guard	Yes	No	
17. Tools a. Regular	Yes	No	
b. Special			
18. Type Chassis Desired	Regular	Truck	
	Special Bus Chassis		
19. Chassis Weight: Total	x x x x x x x x x x x x		
Front	x x x x x x x x x x x x		
Rear	x x x x x x x x x x x x		

Respectfully submitted, Bidder _____ By _____ Date _____
Bidder to attach manufacturer's literature describing chassis on which bid was submitted.

MONTANA HIGHWAY PATROL SCHOOL BUS INSPECTION FORM

COUNTY _____ SCHOOL DISTRICT # _____
(Add name, where possible)

BUS OWNED BY _____ ADDRESS _____

BUS DRIVEN BY (Regular Driver) _____

DRIVER'S ADDRESS _____ AGE _____ SEX _____ D/L # _____ Chauffeur Operator

APPARENT PHYSICAL CONDITION OF DRIVER

MAKE OF CHASSIS	YEAR	LICENSE PLATE	RATED CAPACITY	NO. PASSENGERS CARRIED	ODOMETER READING

NO.	ITEM	OK	US	NONE	NO.	ITEM	OK	US	NONE
1.	Front Bumper-----				15.	Speedometer-----			
2.	Battery-----				16.	Ammeter-----			
3.	Windshield-----				17.	Oil Pressure Gauge---			
4.	Windshield Wiper----				18.	Temperature Indicator			
5.	Front Identification				19.	Gasoline Gauge-----			
6.	Stop Signal Arm-----				20.	Defrosters-----			
7.	Headlights-----				21.	Inside Mirror-----			
8.	Clearance Lights----				22.	First Aid Kit-----			
9.	Directional				23.	Axe-----			
	Indicators-----				24.	Shovel-----			
10.	Outside Mirror-----				25.	Fire Extinguisher----			
11.	Generator-----				26.	Brakes-----			
12.	Color-----				27.	Ceiling-----			
13.	Service Door-----				28.	Seating-----			
14.	Hand Rails &				29.	Floor-----			
	Stanchions-----				30.	Aisle-----			

(Continued)

MONTANA HIGHWAY PATROL
SCHOOL BUS INSPECTION FORM (continued)

NO.	ITEM	OK	US	NONE	
31.	Interior Lights-----				Remarks _____ _____ _____ _____ _____ _____ _____
32.	Heaters-----				
33.	Emergency Door-----				
34.	Flags & Flares-----				
35.	Tools & Container---				
36.	Rear Lights-----				
37.	Rear Identification-				
38.	Exhaust Pipe-----				
39.	Gasoline Tank-----				
40.	Windows-----				
41.	Dim Indicator-----				Inspected by _____ Date _____ Re-inspected by _____ Date _____
42.	Chains-----				
43.	Spare Tire-----				
44.	Cleanliness-----				
45.	Steering Gear-----				
46.	Tires-----				
47.	First Aid Certificate-----				
48.	Stop Signal Lights--				

SCHOOL BUS CONTRACT
STATE OF MONTANA
_____ COUNTY

_____ COUNTY
School District No. _____

This agreement made and entered into on this ____ day of _____
195____, by and between _____ of _____
County, State of Montana, the party of the first part, and
School District No. _____ of _____ County, State
of Montana, the party of the second part.

WITNESSETH:

That the said party of the first part, for and in consideration of the payments hereafter to be made to said party of the first part by said party of the second part; as hereinafter set forth, specified and provided, does hereby covenant, promise and agree to and with said party of the second part as follows:

1st. That he will, for and during the period beginning with the _____ day of _____, 195____, and ending with the _____ day of _____, 19____, transport, over a route of _____ miles in the following described area:

Elementary School Pupils residing in School District No. _____ and High School Pupils residing within high school area of said School District No. _____ and along and adjacent to such route, attending the school situated within high school area and maintained by such school district, to and from such school on each day during which said school shall be in session.

2nd. That such transportation shall be furnished by means of a suitable, proper, safe and approved school bus, to be provided by the party of the first part at his own cost and expense, which school bus shall, in all respects fully comply with the provisions and requirements and with the rules and regulations of the State Highway Patrol and the State Board of Education permitting operation of the vehicle as a school bus.

3rd. That he will, at all times, provide a properly certified and competent driver approved by the party of the second part for such bus in accordance with the provisions and

requirements of the law and holder of a chauffeurs license issued by the State Highway Patrol.

4th. That such bus shall be so operated and driven over the route hereinbefore specified on each day when school is being held, according to a schedule prepared under the direction of the Board of Trustees and Superintendent of Schools of said district. In the event it becomes desirable to change the route, the party of the second part reserves the right to change the bus route so as to provide service for additional children. Any such change in the bus route shall be adjusted and paid on a mileage basis of _____ cents per bus mile per day traveled.

5th. That the said party of the first part will furnish a good and sufficient bond in the sum of \$_____ to said School District No. _____ conditioned for the faithful performance and discharge by him of all of the terms and conditions hereof to be kept and performed by him; and the party of the first part will carry personal liability insurance in the amount of not less than \$10,000.00 for one bus and \$15,000.00 if two or more buses are operated; and the party of the first part will complete such reports as are required by the State Department of Public Instruction and the party of the second part each month or six weeks and semi-annually for State reimbursement of transportation; and the said party of the second part to pay him monthly for such transportation at the following rates: _____

Payment shall be made by the party of the second part to said party of the first part not later than the 5th day of each month for the month immediately preceding by proper school district warrant or warrants which shall be received and accepted by said party of the first part at face value and without discount; provided that if a term of school shall close before the end of any month then such payment shall be made within five days after a statement of the amount due for such month has been presented to the clerk of said School District by said party of the first part.

It is further agree by and between the parties hereto that this contract and agreement shall not be transferred or assigned by said party of the first part except with the written approval and consent by the Board of Trustees of said School District No. _____ which approval and consent must be endorsed on or attached hereto.

IN WITNESS WHEREOF the said party of the first part has signed his name hereto and the said party of the second part

has caused its name to be hereunto subscribed by the chairman of its board of trustees and attested by its clerk this _____ day of _____, 19____.

Witness for the Party
of the First Part

Party of the First Part
School Dist. No. ____ County

Attest: _____
Clerk

By: _____
Chairman

TE FORM NO. 1 REV. 50
RETURN BY OCT. 15

APPLICATION FOR REGISTRATION
OF SCHOOL BUS AND STATE REIMBURSEMENT
STATE DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

Bus Route No. _____ Driver _____
Monthly Salary _____ Chauffeurs License No. _____
Age _____ Experience as school bus driver _____ years
Make of Bus Body _____ Capacity _____
Owner of Vehicle _____ Make of Bus Chassis _____
_____ Year Model _____ State License Plate No. _____
Cost per year of operation _____ Inspected by High-
way Patrol _____ Area where bus travels: School
District No. _____ Area _____
Liability Insurance, Name & No. _____
Total bus miles traveled per day _____
Total pupil miles per day _____

We hereby give assurance that this bus will operate entirely within the area of the high school, and will not travel in other high school areas to pick up pupils; and we further agree to observe and abide by all the rules and regulations adopted by the State Board of Education governing the transportation of pupils.

We further agree to the supervision of our bus route by the Superintendent of Schools, will make such reports as are required, and will provide a vehicle which meets specifications adopted by the State Board of Education and the Highway Patrol, and will provide licensed and approved drivers to operate such vehicles. We also agree to refrain from soliciting or causing someone else to solicit students from other high school areas.

We understand that violation of the rules and regulations will be sufficient cause for revoking state reimbursement for this route.

SIGNED:

OWNER

DRIVER

DIST. SUPT. OF
SCHOOLS OR CLERK

Approved: _____
(Co. Transp. Committee by Co. Supt.)

Approved: _____
(State Department of Public Instruct.)

This form should be prepared in triplicate by the bus driver and submitted by October 15. Two copies approved by the State Department of Public Instruction will be returned; one for the Co. Supt. of Schools and one for the School District. One set of applications should be made for each bus route. For Joint Districts four copies are necessary.

LIST ALL PUPILS RIDING THIS BUS (use extra pages if necessary)

Names of Pupils	Residence in Sch. Dist. No.	School Attended	Miles per day Pupil Rides Bus
1.			
2.			
3.			
4.			

APPENDIX F
SCHOOL BUS DRIVER FORMS

BUS DRIVER AGREEMENT

_____ Montana
_____ 19____
M _____

You are hereby notified of your appointment as a school bus driver in School District No. _____, _____ County for the year 19____ - 19____ upon the following conditions:

1. Your salary will be _____ dollars (\$_____) per month.
2. If from unforeseen or unavoidable causes it should be found necessary to close the schools at any time during the year, or if you should be found inefficient in the discharge of your duties, or disloyal to the interest of the school, or in any way guilty of unprofessional conduct, the Board of Trustees reserves the right to cancel your engagement at any time.
3. You will be required to comply with the state laws and regulations concerning the duties of school bus drivers, and with all the regulations of the Board of Trustees, and to faithfully observe and execute the directions of the Superintendent of Schools as to the discipline, reports and schedules of your school bus route.
4. This appointment is made subject to the provisions of the State Retirement law which provides for school clerks to deduct each month from all employees salaries, and pay the same to the State Treasurer.
5. That you will, at all times, be a properly certified and competent driver in accordance with the provisions and requirements of the law, holder of a chauffeur's license issued by the State Highway Patrol and a First Aid Certificate.
6. That you will maintain the school bus by inspection washing and housekeeping and report needed repairs immediately.
7. Payment of salary will be made, each calendar month, payable when earned. The payment which would fall on January first will be made on the last day of school preceding Christmas vacation.

When the first day of the month falls on Sunday or a holiday, payment will be made on the day preceding.

8. If you accept the position under the terms and conditions above stated, please sign the form of acceptance below and return one copy to the Clerk of the Board of Trustees within ten days. Failure to return the acceptance within ten days after receipt of appointment will be considered non-acceptance and the Board of Trustees will proceed to fill the vacancy.

By order of the Board of Trustees
School District Number _____
_____ County, Montana

Clerk

To Board of Trustees
_____ School District No. ____
_____ County

Gentlemen: I hereby accept the position as bus driver in School District No. _____ for the year 19__19__ upon the conditions and terms above stated.

Signature

FORM TE NO. 8

STATE OF MONTANA
DEPARTMENT OF PUBLIC INSTRUCTION

SCHOOL BUS ACCIDENT REPORT

Name of School _____ Dist. No. _____ County _____

DESCRIPTION OF ACCIDENT

Date of Accident _____ Hour _____ A.M.
_____ P.M. Speed of Bus
_____ mi. per hour

Place of Accident _____

Route No. _____ No. of Pupils in Bus at Time of Accident _____

Name of Driver _____ Chauffeur's License No. _____

Vehicle _____ (Motor bus, automobile, station wagon)

Year _____ Make _____

Condition of service brakes _____ Emergency Brakes _____

License Plate No. of Vehicle _____ Capacity _____

If collision, license number of other Vehicle _____

Name of Owner _____ Address _____

Name of Driver _____ Age _____ Address _____

If at Night or on Foggy or Stormy Day were Lights of both
Vehicles Lit? _____

Condition of Road _____ Condition of Weather _____

State in detail how accident occurred _____

What State traffic laws were violated? _____

What signals were given? _____

Who in your opinion was to blame and state why? _____

In case the property damage is \$50.00, or more, or if personal injury is sustained by any individual because of such accident, the statutes require that the driver of the school vehicle shall make a report to the Montana Department of Highways. Forms are provided upon request.

SCHOOL BUS ACCIDENT REPORT
(Continued)

Pupils Injured

Names

Nature of Injuries

_____	_____
_____	_____
_____	_____

Property Damage

Damages to school bus in detail _____

Witnesses

Names

Addresses

_____	_____
_____	_____
_____	_____

Other significant data _____

Final significant data _____

Report all accidents whether any persons were injured or not.

Diagram on a separate sheet the course of the vehicles involved in the accident.

Enclose a copy of the rules and regulations governing the operation of the transportation vehicles in your district, as adopted by the local board of education.

Instruct the drivers as to the necessary data to be furnished the superintendent's office in case of an accident.

Date _____

Clerk

Superintendent or Principal

(Additional blanks will be furnished upon request)

Mail to State Department of Public Instruction - Helena, Mont.

APPENDIX G
ACCOUNTING FORMS

COSTS OF SCHOOL BUS ROUTES

195_____

County

[illegible]

Signed

Superintendent or Clerk

This report is due by July 15.

FORM TE NO. 6 District No. 6

STATE DEPARTMENT OF PUBLIC INSTRUCTION
Helena, Montana

CLAIM FOR STATE SCHOOL TRANSPORTATION REIMBURSEMENT FOR PERIOD
BEGINNING September 1950 ENDING January 1951

BUS ROUTE IDENTIFICA- TION NUMBER (a)	NUMBER OF DAYS OPERATED (b)	MILES PER DAY (c)	TOTAL BUS MILES (b x c) (d)	RATE PER BUS MILE (e)	TOTAL (d x e) (f)	STATE 1/3 of "f" (g)	ELEM. SCHOOL SHARE (h)	HIGH SCHOOL SHARE (i)	REMARKS
32-6-1-16	87	32	2784	21	584.64	194.88	158.24	36.64	
32-6-2-23	87	46	4002	20	800.40	266.80	133.40	133.40	
32-6-3-16	87	32	2784	29	807.36	269.12	183.81	85.31	
Total					2,192.40	730.80	475.45	255.35	Pay H.S. Reimb. to Dist. 20
Isolated					380.75	126.92	60.31		
Individual					127.32	42.44	21.22		
Total					2,700.47	900.16	556.98	255.35	

Indicate other districts or counties sharing the use of any bus route in the line immediately beneath the line used to claim for this route. Cost should include depreciation on an eight year basis. Contract buses include depreciation in the contract.

Credit High School Bus to District No. 20 - \$255.35

State Department Of Public Instruction
Helena, Montana

FORM TE NO. 6
DIST. #20

CLAIM FOR STATE SCHOOL TRANSPORTATION REIMBURSEMENT FOR PERIOD
BEGINNING _____ ENDED _____

BUS ROUTE IDENTIFICA- TION NUMBER (a)	NUMBER OF DAYS OPERATED (b)	MILES PER DAY (c)	TOTAL BUS MILES (b x c) (d)	RATE PER BUS MILE (e)	TOTAL (d x e) (f)	STATE 1/3 OF "f" (g)	ELEM. SCHOOL SHARE (h)	HIGH SCHOOL SHARE (i)	
32-6-1-16	Paid to Dist.		No. 6					36.64	
32-6-2-23	Paid to Dist.		No. 6					133.40	
32-6-3-16	Paid to Dist.		No. 6					85.31	
								255.35	
32-20-1-40	91	80	7280	20	1456.00	485.33	316.52	168.81	
Dist. 6 Isolated								66.61	
Dist. 6 Individual								21.22	
Isolated					558.45	186.15	119.80	66.35	
Individual					177.36	59.12	38.90	20.22	
Total					2191.81	730.60	475.22	343.21	

Indicate other districts or counties sharing the use of any bus route in the line immediately beneath the line used to claim for this route. Cost should include depreciation on an eight year basis. Contract buses include depreciation in the contract.